2024-2025 Campus Webmaster Agreement

Employee Name: _____

Employee ID #: _____

TITLE: Campus Webmaster
STIPEND: $1500 per school year+

REPORTS TO: Campus Principal
WORKS WITH: PR/Communications Department

Goals and Expectations for the Campus Webmaster

- To assure that the campus website design and social media accounts are attractive, professional, informative, error-free, and intuitive.
- To utilize the web and social media to inform and promote campus events and acknowledgments.

Qualifications

- TEA Certified Classroom Teacher
- Must have a working knowledge of the use of Apple Computers (Mac) and Windows Computer (PC)

Responsibilities and Duties

- Coordinates the design of the campus website and ensures the functionality, navigation, and overall performance to meet the needs of the campus and school district.
- Ongoing maintenance and updates, including content, adding functionality, optimizing images, web links, and other website add-ons.
- Manage the operation of the campus social media accounts while coordinating with campus staff, students, and administrators to gather stories, tell stories, submit news articles, and take photographs.
- Completion of the monthly assignments and reports as requested by the District Webmaster or the Director of Public Relations for San Benito CISD.

Webmaster Meetings / Training Sessions

- Each Campus Webmaster must attend mandatory training sessions arranged and approved by the Director of Public Relations. All training sessions will not interfere with classroom instruction; prior notification will be provided to the Campus Principal. Please email the Director of Public Relations or District Webmaster at webmaster@sbcisd.net or the office at (956) 276-6030 for more details.

+Stipend

- To qualify for and receive the campus webmaster stipend, all duties and responsibilities must be met as indicated in this agreement. An annual agreement must be completed and approved each year by the Campus Principal and the Director of Public Relations. Ongoing approval is not guaranteed and will be based on the quality and completion of the campus webmaster's work from the prior year.

Signatures

Campus Webmaster: _____ **Date:** _____

Campus Principal: _____ **Date:** _____

Director of Public Relations: _____ **Date:** _____